

It is important we take all measures to ensure the safety and wellbeing of all our staff and clients. As such we have conducted a health and safety risk assessment and, following consultation with staff, have made a commitment to keeping the community safe.

To prevent the spread of COVID-19 from 29 November 2021 onwards anyone entering our offices is required to be fully vaccinated against COVID-19, this includes all staff, clients, service providers and other visitors. We will revisit the policy as the situation evolves.

JBWere will comply with the requirements of the Privacy Act 2020 and the Information Privacy Principles in relation to the disclosure of an individual's vaccination status and will follow the Ministry of Health Guidelines.

**When visiting our offices, please:**

- Wear a face covering
- Make use of the hand sanitiser provided
- Use the COVID tracer app to sign in
- Sign into our internal visitor system (either by digital or paper register)
- Maintain social distancing

Ongoing interaction and support to all our clients is important to us, anyone not fully vaccinated and wanting to meet can do so by telephone, email, video call, or offsite meetings.

We look forward to being of service and if you have any questions please get in touch with your Financial Adviser or call our offices on 0800 555 555. We appreciate your support and understanding.